

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2111**

**4 APRIL 2011**

**AIR FORCE NUCLEAR WEAPONS CENTER  
Supplement**

**5 JULY 2012**

**Personnel**

**THE LOGISTICS CAREER  
BROADENING PROGRAM**



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**RELEASABILITY:** There are no releasability restrictions on this publication.

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OPR: AF/A4LF

Certified by: AF/A4L  
(Maj Gen Judith A. Fedder)

Supersedes: AFI 36-2111, 14 March 2005

Pages: 63

(AFNWC)

OPR: AFNWC/CBR

Certified by: AFNWC/CV  
(Col Joel T. Hanson)

Pages: 15

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This instruction implements AFPD 36-21, Utilization and Classification of Air Force Military Personnel. It provides instruction on how to manage and administer the Logistics Career Broadening Program (LCBP) as directed by the Air Force Deputy Chief of Staff for Logistics, Installations and Mission Support. It applies to all personnel who manage, administer, operate, or support the program, all officers assigned to the program, and all agencies that nominate or select officers for the program, including Air Force Reserve (AFR) and Air National Guard (ANG) units. This AFI may be supplemented at any level, but all supplements must be routed to AF/A4LF for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/gcss-af61a/afrims/afrims/>.

(AFNWC) This publication supplements Air Force Instruction (AFI) 36-2111, *Logistics Career Broadening Program (LCBP)* and is supplemented as follows. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. This publication applies to all personnel who manage, administer, operate, or support the program and all officers assigned to the program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See **Attachment 1** for a Glossary of References and Supporting Information.

## **SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. It reflects modified program guidance, selection process, eligibility criteria, Acquisition Professional Development Program (APDP) certification requirements and revised guidance on roles and responsibilities.

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## Chapter 1

### PROGRAM OVERVIEW

**1.1. Purpose:** LCBP is a premier two-year developmental program, with a one-year follow on assignment to the same installation, where officers are competitively selected and developed as materiel management officers with the potential to fill future senior materiel management leadership positions in the Air Force and Joint logistics systems. Officers selected for this program gain valuable knowledge and experience in managing the acquisition and sustainment aspects of the Air Force logistics system through rotational assignments in various functional areas of Air Logistics Centers (ALCs), to include the Air Force Global Logistics Support Center (AFGLSC) units at ALC bases, and the Defense Logistics Agency (DLA). All career broadening officers (CBOs) will be required to obtain a level I certification in both Life Cycle Logistics (LCL) and Program Management (PM) for program completion. After the two-year program is complete, the final year can be used at the discretion of the ALC Vice Commander (ALC/CV) and DLA AF National Account Manager (NAM) to allow CBOs to gain additional experience within ALC, AFGLSC and DLA functional areas. This additional year can also be used to complete LCL level II certification provided the CBO is in a Life Cycle Logistics ("L-coded") position. Normal assignment rules apply when PCSing to this program.

**1.1. (AFNWC) Purpose:** Career Broadening Officers (CBOs) will be assigned to the Air Force Nuclear Weapons Center (AFNWC). After the two-year program is complete, CBOs may serve a third/final year at the discretion of the AFNWC Vice Commander (AFNWC/CV).

**1.2. Eligible Career Fields:** LCBP is an AF/A4/7 sponsored AFMC training program that applies to officers in the following Air Force Specialty Codes (AFSCs): 21R (Logistics Readiness), 21A/M (Aircraft Maintenance, Munitions and Missile Maintenance), 61X (Scientist), 62E (Engineer), 63A (Acquisition Manager), 64PX (Contracting), and 65FX (Financial Management). For DLA positions, only the 21R AFSC is eligible to participate.

**1.2. (AFNWC) Eligible Career Fields:** For AFNWC positions, only 21M Air Force Specialty Code (AFSC) is eligible to participate.

**1.3. Description:** This program provides work experience in all areas of acquisition logistics and sustainment and explains relationships between ALC logistics functions. Officers rotate through designated wing(s) or directorates as prescribed in paragraph 2.1. While in each organization, participants learn how different functions work together and are given tasks that support mission needs while reinforcing concepts to be learned. Rotation through every wing or directorate is desired, but the rotation process is designed to provide participants exposure to the key elements of acquisition and life cycle logistics to maximize learning.

## Chapter 2

### PROGRAM REQUIREMENTS

**2.1. Program Phases:** The three designated phases of the program, the objectives and the mandatory education requirements are as follows:

**2.1.1. Phase I: Orientation.** This phase consists of in-processing, initial acquisition training, and an Air Force Materiel Command introductory conference. This phase lasts approximately one month.

**2.1.2. Phase II: Rotations.** This is a 20-month long work-and-learn phase emphasizing professional growth and active participation. Throughout this phase, CBOs will continue to complete logistics and acquisition courses from Air Force Institute of Technology (AFIT) and Defense Acquisition University (DAU), professional development seminars, and tours. This phase consists of three six to eight month flexible rotations, defined as Phase IIA, Phase IIB, and Phase IIC. From the ALCs, LCBP participants will obtain experience in the Supply Chain Management, Depot Maintenance, and PM mission areas. Each CBO will complete one rotation in each of these three mission areas, in any sequence. Within the Supply Chain Management and PM mission areas, one of the rotations should be accomplished within a “commodity” area and the other rotation should be in a “weapon system” area. The first rotation through the three mission areas begins after completion of Phase I. CBOs assigned to the DLA Inventory Control Point (ICP) will obtain experience in Demand/Supply Planning, Acquisition, Weapon System Support, Contingency Planning and Supply Chain Management using a similar approach as the ALCs.

**2.1.2. (AFNWC) Phase II: Rotations.** CBOs assigned to the AFNWC will obtain nuclear unique experience in joint Department of Energy/Department of Defense (DOE/DoD) warhead/bomb management (AFNWC Nuclear Weapons Division (AFNWC/NCW)), warhead transport, weapons systems management maintenance and equipment (AFNWC Nuclear Weapons Logistics Division (AFNWC/NCL)), nuclear surety and certifications (AFNWC Nuclear Systems Division (AFNWC/NCS)), acquisitions and modifications (AFNWC/NCS, AFNWC/NCL and AFNWC/XR), and an optional rotation in financial management (AFNWC Financial Management (AFNWC/FM), AFNWC Contracting (AFNWC/PK) and/or Air Force Program Execution Office for Strategic Systems (AFPEO/SS)). Since the AFNWC Nuclear Capabilities Directorate (AFNWC/NC) is the execution area of the center, CBOs should spend a minimum of two rotations within the AFNWC/NC in accordance with (IAW) Attachment 5, Table A5.1.

**2.1.3. Phase III: Two Options.** With the approval of the ALC or DLA Program Advisors, the officer may elect one of two options for the remaining three months of the program: 1) extension of Phase II rotations to compensate for training, leave, or other out of rotation time or 2) the addition of an abbreviated rotation via temporary duty (TDY) in another Air Logistics Center or ICP area.

**2.1.3. (AFNWC) Phase III: Two Options.** The AFNWC/CV approves the elected phase III option.

**2.2. Acquisition Professional Development Program (APDP) Certifications:** All CBOs are required to obtain a level I certification in both LCL and PM for program completion. The ALC

and DLA executive agents must ensure students are placed in an “L” coded position, complete the DAU training as directed by AFI 63-101, Acquisition and Sustainment Life Cycle Management (see courses at <http://icatalog.dau.mil>), and are performing work in a designated acquisition organization (such as an acquisition sustainment unit or aircraft sustainment wing) in order to obtain the level I LCL and PM certifications. If the CBO remains at the ALC or DLA after program completion, they may work towards level II LCL certification as long as the position to which they are assigned is an “L” coded position. CBOs must enroll in the introductory classes during Phase I of the program and plan ahead to ensure all certification requirements are met. Failure to complete all required courses may impact the officer’s follow-on assignment and/or completion of the program. NOTE: Due to the AFRC manpower funding process, AFRC sponsored CBOs remain assigned to their home unit throughout their participation in LCBP and will be unable to occupy an “L” coded position. Once the AFRC CBO completes the program and all DAU educational requirements, they will coordinate with AF/A4LF for APDP adjudication and conferment of appropriate LCL certification.

2.2.1. Minimum requirements to obtain level I certification in LCL are occupying an “L” coded position within a unit, obtaining one year of acquisition and/or sustainment experience in life cycle logistics, and completion of courses as outlined in the current DAU Catalog. When occupying an “L” coded position, a CBO must be performing work in a designated acquisition organization to receive credit towards their level I certification.

2.2.2. Minimum requirements to obtain level I certification in PM are occupying an acquisition coded position in any functional stall, as well as completing the required Level I training. Therefore, while occupying an “L” coded position within a unit as part of the LCBP program, CBOs shall be able to obtain the required one-year acquisition experience. Upon completion of Level I PM courses, CBOs will be eligible for Level I PM certification. When occupying an “L” coded position, CBOs must be performing work in a designated acquisition organization to receive credit towards their level I certification in both LCL and PM.

2.2.3. Minimum requirements to obtain level II certification in LCL include occupying an “L” coded position within a unit for a minimum of two years, obtaining two years of acquisition and/or sustainment experience in life cycle logistics and completion of courses as outlined in the current DAU Catalog. When occupying an “L” coded position, CBOs must be performing work in a designated acquisition organization to receive credit towards level II certification.

## Chapter 3

### ROTATIONAL TRAINING PLANS

**3.1. Objectives:** Training objectives for LCBP are outlined in the Training Matrices for the ALCs and DLA ICP and are provided in Figure A2.1. and Figure A3.1. of this AFI. These objectives will be reviewed annually to ensure accuracy.

**3.1. (AFNWC) Objectives:** A "Master List" of training objectives for the AFNWC is outlined in Attachment 4. This list provides extensive possible training activities for the CBO during rotations. Prior to starting a new rotation the CBO will coordinate a meeting with the hosting organization to review the training matrix and circle the tasks for the CBO to complete during the rotation. The CBO will coordinate the training matrix with the AFNWC/CV for approval before starting the rotation. The CBO will be responsible for maintaining their specific training matrix.

**3.2. Intent:** The intent of the training objectives is to expose CBOs to key logistics concepts and issues within their LCBP assignment. These training objectives are not confined solely to one rotation and require continued accomplishment throughout the entire assignment.

**3.2. (AFNWC) Intent:** For AFNWC rotations the hosting organization supervisor will sign off as the trainer for all tasks accomplished within their area of expertise.

**3.3. Focus:** It is unrealistic to expect a CBO to master these objectives over the course of several months for each rotation. Instead, each rotation should be used to focus efforts and attention on key learning objectives. The intent is for CBOs to satisfy the training objectives first through a combination of methods to include hands-on, training courses, workshops, self-study, and readings. ALC Vice Commanders (ALC/CVs), DLA Functional Directors (FDs), and program mentors play a significant role in mentoring, counseling, and assessing officer development with respect to the attached objectives. At the end of a CBO's assignment, he/she should be able to comfortably discuss the key points associated with each of the objectives outlined in Figure A2.1. and Figure A3.1. of this AFI.

**3.3. (AFNWC) Focus:** It is unrealistic to expect a CBO to master these objectives over the course of several months for each rotation. Instead, each rotation should be used to focus efforts and attention on key learning objectives. The intent is for CBOs to satisfy the training objectives first through a combination of methods to include hands-on, training courses, workshops, self-study, and readings. AFNWC/CV and program mentors play a significant role in mentoring, counseling, and assessing officer development with respect to the attached objectives. At the end of a CBO's assignment, he/she should be able to comfortably discuss with the AFNWC/CV the circled tasks in the training matrix and any other key points associated with each of the objectives outlined in Attachment 4 of this Supplement.



## Chapter 4

### SELECTION PROCEDURES

**4.1. Selection:** Officers will use their Airman Development Plan (ADP) to communicate their desire to participate in the LCBP to Developmental Teams (DTs). DTs from the 21X career fields are responsible for selecting officers to attend LCBP during their fall DT meetings (6XX officers will use the guidance contained in para. 4.2 below. Air Force Reserve Officers will use the guidance contained in para. 4.3 below). The following guidance outlines the process for the 21X active duty officer selection for the LCBP.

4.1.1. Air Force Personnel Center (AFPC) will notify DTs of the program timeline and processes to meet assignment timelines.

4.1.2. DTs will receive supplemental guidance in a separate message from their responsible career field managers outlining individual board processes and program vacancies for the following fiscal year.

4.1.3. AFPC will review candidate eligibility to ensure officers satisfy time-on-station (TOS) requirements, meet primary career path goals, and ensure timing of LCBP entry is appropriate and applicable for each officer.

4.1.4. Officers will be notified of their eligibility for the LCBP through an email or AMS Robot message from AFPC.

4.1.5. During fall DT meetings, the teams will make selections to fill program vacancies as outlined in Table 4.1.

4.1.6. An appropriate number of alternates will be designated to fill potential vacancies.

4.1.7. Results of the selection process will be published in a consolidated selection message NLT 30 days after the last selection board and will identify selected officers and the gaining unit.

**4.2. 6XX AFSC Selection:** For 6XX career fields, officers must communicate their desire for LCBP selection via AF IMT 3849, PME/AFIT/RTFB/Officer Worksheet, submission to Acquisition Officer Assignments Branch at AFPC. The following guidance outlines the process for the selection of officers into the LCBP.

4.2.1. Once AF IMT 3849 is received, eligible candidate records will be reviewed and scored by the Acquisition Officer Assignments Branch.

4.2.2. LCBP candidates will be rank ordered and forwarded to 6XX Career Field Managers (CFMs) within the Office of the Assistant Secretary of the Air Force for Acquisition (SAF/AQ) or Financial Management (SAF/FM) for review and selection.

4.2.3. After officer records are reviewed and rank ordering verified by 6XX CFMs, results will be published NLT 30 days after selection and will identify selected officers, projected Report No Later Than Dates, and the gaining unit.

4.2.4. An appropriate number of alternates will be designated to fill potential vacancies.

**4.3. AFRC Selection:** The following guidance outlines the process for the selection of Air Force Reserve Command (AFRC) officers into the LCBP. Program participation will depend on AFRC officer availability and AFMC coordination for additional CBO positions for the program.

4.3.1. AFRC will fund two LCBP positions per year for officers with a primary AFSC of 21X. These positions are in addition to the active duty positions annotated in Table 4.1 and require coordination with AFMC each year to ensure proper placement of potential CBOs.

4.3.2. 21X officers interested in the LCBP will express their desires in their AFRC Officer Development Plan.

4.3.3. Eligible candidate records will be reviewed scored, and rank ordered by the AFRC 21X DTs during their fall DT meetings.

4.3.4. After verification by the CFM, results will be published NLT 30 days after selection. The published results will identify selected officers, in addition to projected Report No Later Than Dates and gaining units.

4.3.5. The AFRC 21X DTs will vector LCBP graduates into an appropriate Reserve assignment upon completion of LCBP, to include assignment as a Traditional Reservist, Air Reserve Technician, or Individual Mobilization Augmentee. AFRC will not normally fund follow-on active duty assignments, TDYs, or PCSs upon completion of LCBP, and officers should not expect to be vectored into such an assignment.

4.3.6. Reserve CBOs will be awarded the Special Experience Identifier (SEI) “LLA” upon success completion of the LCBP, IAW procedures established in paragraph 8.1 of this AFI.

**4.4. Commander’s Involvement:** Commanders are encouraged to indicate officers’ desires to attend LCBP in the ADP and in officer evaluations.

**4.5. Allocations:** The DTs will select 16/17 (alternating years) officers and assign them based on the matrix provided below for a total of 33 officers participating in the program at any given time. An appropriate number of alternates will be designated to fill potential vacancies.

**Table 4.1. Career Field Allocations.**

AFSC	OC-ALC	OO-ALC	WR-ALC	DLA	Total
21R	2/2	2/2	2/2	1/1	7/7 (14)
21A	2/2	2/2	2/2	0/0	6/6 (12)
21M	0/0	1/2	0/0	0/0	1/2 (3)
6X	1/1	1/0	0/1	0	2/2 (4)
Total	10	12	9	2	16/17 (33)

**Table 4.1. (AFNWC) Career Field Allocations**

AFNWC	Total
0/0	7/7 (14)
0/0	6/6 (12)
1/1	2/3 (5)
0/0	2/2 (4)
2	17/18 (35)

## Chapter 5

### ELIGIBILITY CRITERIA

**5.1. Qualifications:** Developmental teams will consider Captains in the 21R, 21A/M, 61X, 62E, 63A, 64P, and 65F career fields with the following qualifications:

5.1.1. Officers must have 4-6 years of commissioned service upon program entry and must be fully qualified in one of the core LCBP AFSCs (21R, 21A/M, 61X, 62E, 63A, 64P, or 65F). For the DLA ICP positions, core AFSCs are limited to 21Rs.

5.1.1. (AFNWC) For the AFNWC positions, core AFSCs are limited to 21Ms.

5.1.1.1. 21A officers must have completed an Aircraft Maintenance Unit Officer-in-Charge or Ops Officer assignment.

5.1.1.2. 21M officers must have completed a Munitions Flight Commander (or equivalent) assignment.

5.1.2. Officers in the 61X, 62E, 63A and 64P AFSCs will have APDP Level II commensurate with their career field prior to entering the program.

5.1.3. Officers must meet applicable time on station requirements for a Permanent Change of Station (PCS) by class start date.

5.1.4. DT members will competitively select eligible officers to fill program vacancies.

5.1.5. Career fields may publish supplementary guidance.

## Chapter 6

### ANNUAL EVALUATIONS FOR LCBP OFFICERS

**6.1. Rating Officials:** CBOs assigned to AFMC will be assigned under the ALC/CV, will be rated by the ALC/CV and will receive Officer Performance Reports (OPRs). For active duty CBOs assigned to AFMC, the ALC/CV will sign as the additional rater and reviewer on the CBO's OPRs and promotion recommendation forms (PRFs). Active duty CBOs assigned to DLA will be rated by the first O-6 in their chain of command and will have the Defense Supply Center Richmond Commander serve as the additional rater. An AF Form 77, Letter of Evaluation (LOE), for each CBO will be sent to raters following each rotation within 30 days of rotation completion.

**6.1. (AFNWC) Rating Officials:** Active duty CBOs assigned to AFNWC will be rated by the AFNWC/CV and will have the AFNWC Commander (AFNWC/CC) serve as the additional rater IAWAFI 36-2406.

6.1.1. Reserve CBOs participating in this program at an AFMC ALC (i.e. unit of attachment) will be rated by the ALC/CV and will receive Officer Performance Reports (OPRs) with the ALC/CV also serving as the additional rater. Reserve CBOs participating in this program at a DLA activity (i.e. unit of attachment) will be rated by the first O-6 in the DLA chain of command and will have the Defense Supply Center Richmond Commander serve as the additional rater. In all instances, Reserve CBO OPRs will be sent to the ratee's unit of assignment for reviewer endorsement.

**6.2. Performance Reports:** Complete LCBP participant's OPR according to AFI 36-2406, Officer and Enlisted Evaluation Systems.

6.2.1. Duty title (Block II of AF Form 707, Officer Performance Report) for LCBP participants for all reporting periods will be: "USAF Logistics Career Broadening Officer."

6.2.2. Include the following statements in each participant's job description (Block II of AF Form 707) on performance reports:

6.2.2. (AFNWC) (for AFNWC participants, replace this statement with "- Completed duty rotations in the Air Force Nuclear Weapons Center, leading nuclear unique activities in logistics")

6.2.2.1. "- Competitively selected for HQ AF Logistics Development Program focused on fielding Materiel Management Leaders."

6.2.2.2. "- Completed duty rotations at an Air Logistics Center, leading depot-level maintenance and supply chain activities" (for DLA participants, replace this statement with "- Completed duty rotations in Defense Logistics Agency, leading depot-level maintenance and supply chain activities").

6.2.2.3. "- Focused on weapon system sustainment and modernization, acquisition logistics, and life-cycle sustainment support."

6.2.3. The final line of the participant's job description (Block II of AF Form 707) will be reserved for the CBO's rater to capture the officer's responsibilities for the rotation(s) completed during the reporting period. For active duty CBOs, Section V will be left blank

and the following statement will be placed in Section VI, the reviewer's comments block:  
"THE RATER IS ALSO THE REVIEWER."

6.2.3. (AFNWC) For active duty CBOs assigned to the AFNWC, Section V will be completed and signed by the AFNWC/CC. The AFNWC/CC will sign Section VI as well.

## Chapter 7

### ADDITIONAL DUTIES AND DEPLOYMENTS

**7.1. Expectations:** Additional duties for officers in the program should be minimal and only be assigned with the approval of the Program Advisor.

**7.2. AEF Posturing:** Officers in the LCBP are assigned against Line of the Air Force positions and must be aligned against a Unit Type Code (UTC) using an availability code of “DXX”. DXX UTCs have the capability to meet the Mission Capability of the UTC, but the UTC is not normally available for deployment. Unit commanders will code the UTCs “Yellow” in AEF Reporting Tool with comments explaining the degradation of the UTC and completion date of the career broadening program. Deployment of a DXX UTC is only done in coordination with the Major Command Functional Area Manager (FAM) who will confirm availability with the providing organization. Headquarters Air Force (HAF) FAMs must provide specific guidance to respective AFMC FAMs to ensure this process is managed correctly.

7.2.1. **(Added-AFNWC)** Due to their non-deployable status CBOs will not be recalled for local exercises. They are in training status and will be recalled for information purposes only. CBOs are responsible to the AFNWC/CV during all recalls, not attached units. CBO recall information will be tracked by the AFNWC Logistic Directorate (AFNWC/LG) per paragraph 9.13.3. of this supplement.

7.2.2. **(Added-AFNWC)** CBOs will participate in Higher Headquarters (HHQ) Inspections; to include recalls and inspection activities that impact their current rotation.

## Chapter 8

### PROGRAM COMPLETION AND FOLLOW-ON ASSIGNMENTS

**8.1. Special Experience Indicators:** Upon successful completion of this two-year program, LCBP participants will be awarded the Special Experience Identifier (SEI) “LLA”. AFPC and the respective development team will be actively involved in selecting/vectoring graduates for their follow-on assignments.

**8.2. Subsequent Assignments:** LCBP is focused on developing materiel management leaders of tomorrow and LCBP graduates will be required to complete a payback assignment following graduation. Developmental teams/AFPC assignment teams will manage payback assignments (timing and location) in concert with developmental plans for individual officers.



## Chapter 9

### RESPONSIBILITIES

#### 9.1. HAF Directorate of Logistics (AF/A4L).

- 9.1.1. Appoint an LCBP Action Officer.
- 9.1.2. Provide overall program guidance for the LCBP.
- 9.1.3. Work with MAJCOMs, AFPC/DPAS, and DLA to identify and maintain an adequate number of LCBP SEI positions throughout the Air Force to ensure the Air Force takes advantage of the training received by LCBP participants.
- 9.1.4. Participate in the selection process.
- 9.1.5. Act as primary LCBP focal point to ensure all personnel eligible for LCBP, including those in scientist (61X), engineer (62E), acquisition management (63A), contracting (64P), and financial management (65F) AFSCs are notified of any program actions. Keep 61X/62E/63A/64P/65F/21R/ 21A/21M CFMs apprised of LCBP news, so they may inform their respective Development Teams.

#### 9.2. AF CFMs for 61/62/63/64/65/21R/21A/21M.

- 9.2.1. Advertise program opportunities for their respective career fields.
- 9.2.2. Publish career field specific eligibility criteria as necessary.
- 9.2.3. Make selections for LCBP during fall DT meetings to fill program allocations listed in Table 4.1 of this AFI.

#### 9.3. AFMC/A4.

- 9.3.1. Act as program director and Office of Primary Responsibility for LCBP.
- 9.3.2. Develop guidance for AF/A4L approval and makes programmatic recommendations.
- 9.3.3. Implement policy to manage and administer the program.
- 9.3.4. Manage the Program Guidance Committee (PGC).
  - 9.3.4.1. The PGC includes members from AFMC Logistics (A4), Personnel (A1), Requirements (A3/5), Financial Management (FM), Contracting (PK) Directorates, AF/A4L, ALC/CVs, DLA (CSO-F), and MAJCOM A4 staffs. The PGC will meet, at a minimum, on an annual basis to discuss any changes or updates required for the LCBP.
  - 9.3.4.2. The PGC monitors and evaluates the command-wide program, recommends program changes to AF/A4L and informs appropriate HAF functional managers of changes. The PGC will solicit, discuss, and coordinate, as required, recommendations for program changes from the ALC PGC or DLA.
  - 9.3.4.3. Annual AFMC PGC meeting minutes will be forwarded to AF/A4L, SAF/AQXD, SAF/AQC, AFMC/A4, AFMC/A1, DLA J-3/4 functional staffs, ALC/CVs, ALC and DLA Lead Career Broadening Officers, and AFPC/DPAS.

9.3.5. Appoint an O-6 Senior Steering Group (SSG), as required, to review issues raised by the PGC.

9.3.5.1. The SSG will be comprised of an AFMC/A4 designated officer and other designated officers from AFMC/A1/A5/EN/FM/PK and DLA, as needed.

9.3.5.2. The SSG will task the Action Officer Working Group (AOWG), as required, to review and analyze select issues and formulate recommendations for approval and presentation to the PGC.

9.3.6. Appoint an LCBP Functional Manager.

9.3.6.1. Manage program administration functions.

9.3.6.2. Maintain a program timeline and communication plan.

9.3.6.3. Convene an LCBP AOWG, as required, to review/analyze issues identified during the PGC conference and formulate recommendations for resolution. Recommendations are provided for review by the PGC committee.

9.3.6.4. The AOWG is comprised of the LCBP Functional Manager and the lead LCBP officer at each of the ALCs and ICPs. Other organizations that may be included are AF/A4L, DLA and AFPC/DPAS.

9.3.6.5. Project and request APDP training slots for LCBP certification requirements.

#### **9.4. AFPC/DPAS.**

9.4.1. Assign a functional point of contact to work issues concerning the LCBP.

9.4.2. Work with AFMC/A4 to determine and publish career field allocations to the respective DTs.

9.4.3. Manage DT selection processes for LCBP.

9.4.4. Release LCBP selection message in accordance with the process outlined in this AFI.

9.4.5. AF/A4L, through the DT review process, will decide where best to place SEI-coded LCBP graduates during future assignments based on standard DT rules of engagement in force at that time. AFPC/DPAS will consider officer professional development, Air Force needs, and officer availability when filling these positions.

9.4.6. Review DT vectors to manage LCBP graduates' follow-on assignment.

9.4.7. AFPC/DPAS has authority to grant waivers for LCBP officers to leave the program early.

9.4.7.1. Situations that warrant waivers to leave the program early include attendance to Intermediate Developmental Education (IDE) and selection to command. These requests will be staffed through appropriate program advisors and then forwarded to AFMC/A4 for approval prior to being forwarded to AFPC. Program participants will be allowed to compete for special selection boards, specifically IDE and command boards, provided they meet eligibility requirements.

9.4.7.2. An approved waiver to leave the program must be obtained before requesting a TOS waiver. The waiver must have program advisor approval prior to being forwarded to the AFPC.

9.4.7.3. All positions vacated due to early program departure will remain vacant until the next regular fill cycle for that position.

9.4.7.4. Will PCS or PCA LCBP personnel upon completion of the program.

#### **9.5. AFMC/Manpower and Personnel (A1).**

9.5.1. Assign a point of contact to work issues concerning the LCBP.

9.5.2. Work with the LCBP Functional Manager to assign LCBP personnel to position numbers within the ALCs.

9.5.3. Work with AFPC/DPAS concerning TOS waivers for officers approved by AFMC/A4 to leave the program.

**9.6. Resolving Issues:** AFMC/Financial Management (FM)/Contracting (PK)/Engineering (EN) and DLA AF National Account Manager (NAM) will assign a point of contact to work issues concerning the LCBP.

#### **9.7. MAJCOM A4/FM/PK/A1 and DLA AF NAM.**

9.7.1. In conjunction with AF/A4L and AFPC/DPAS, identify key manpower positions for the LCBP SEI that will place LCBP officers in key manpower positions to best use their experiences gained in the LCBP.

9.7.2. MAJCOMs will inform wing commanders of the LCBP program and distribute information to LCBP eligible personnel, as required.

#### **9.8. ALC/CV or DLA AF NAM (where applicable).**

#### **9.8. (AFNWC)AFNWC/CV (where applicable).**

9.8.1. Acts as program advisor and ensures the program is executed within the center.

9.8.1. (AFNWC) Acts as program advisor and ensures the program is executed within the center with assistance and advice from AFNWC/LG.

9.8.2. Assigns a lead LCBP officer to manage day-to-day functions of the program.

9.8.3. Ogden Air Logistics Center (OO-ALC) maintains 12 manpower authorizations. Warner Robins Air Logistics Center (WR-ALC) maintains 9 manpower authorizations. Oklahoma City Air Logistics Center (OC-ALC) maintains 10 manpower authorizations. Two manpower authorizations will be DLA-managed.

9.8.3. (AFNWC) Two manpower authorizations will be AFNWC-managed.

9.8.4. Approves the ALC or ICP LCBP individual rotation schedules.

9.8.4.1. Objectives outlined in this AFI and completion of training objectives, along with the individual's experience will serve as guidelines for setting up each individual's rotation schedule.

9.8.5. Make changes to a LCBP participant's rotational schedule due to requirements or unforeseen issues that may occur.

9.8.6. Review rotation plan requirements and schedules (organization and time frames) and recommend changes (i.e., criteria on changing rotation plan).

9.8.7. Ensure the necessary LCL and acquisition experience is obtained to ensure APDP qualifications can be achieved.

9.8.8. Will meet with each LCBP participants, individually or in a group, a minimum of once every two months to discuss program issues, provide career mentoring and feedback on duty performance. For DLA, the ICP Functional Director will perform this task.

9.8.9. Participate in the PGC hosted by AFMC/A4.

9.8.10. Convene and chair the ALC PGC (does not apply to DLA AF NAM).

9.8.10. (AFNWC) Convene and chair the Air Logistics Center (ALC) Program Guidance Committee (PGC) (does not apply to AFNWC).

9.8.10.1. Committee members include the ALC/CV and the ALC directors/mentors. The committee members may choose to include representatives of other ALC directorates or major activities.

9.8.10.2. Committee will meet at least semiannually.

9.8.10.2.1. The PGC will annually review training objectives for the LCBP, outlined in the LCBP Training Matrices at Figure A2.1. and Figure A3.1., to ensure currency and forward concerns to AFMC/A4 for review.

9.8.10.3. PGC is responsible for ensuring the successful completion of program objectives.

9.8.11. Review program status and suggest changes to AFMC/A4.

9.8.12. Identify a central organization to plan, program, and budget for LCBP requirements.

9.8.13. Provide funding to meet LCBP training and travel requirements. For DLA, ICPs will fund applicable travel requirements and DLA specific training.

9.8.14. Provide funding for appropriate participant Automated Data Processing Equipment; i.e., complete laptop computer system and software.

9.8.15. Review and approve all requests for waivers prior to being forwarded to AFMC/A4.

9.8.16. Will ensure LOEs (AF Form 77) are submitted after each CBO rotation on time by the appropriate agency to document performance in each rotational area. This information is crucial to enable accurate reporting in each officer's OPR (AF Form 707).

9.8.17. Will ensure OPRs (AF Form 707) are submitted on each officer annually.

9.8.18. Ensure CBOs maintain current Airman Development Plans for DT vectors and follow-on assignment considerations after completion of the program.

9.8.19. Ensure CBOs are awarded SEI code LLA following completion of the program.

## **9.9. ALC Wing/CCs, Global Logistics Support Center Group Directors or DLA ICP Functional Directors/Mentors.**

### **9.9. (AFNWC)AFNWC Directors.**

9.9.1. Act as the mentor for LCBP officers assigned to the wing or ICP.

9.9.2. Conduct a monthly mentoring session with each LCBP officer assigned to the directorate or ICP.

9.9.3. Ensure completion of applicable training tasks and document in training forms.

#### **9.10. ALC Lead LCBP Officer or DLA ICP Functional Manager.**

##### **9.10. (AFNWC)AFNWC Lead LCBP Officer.**

9.10.1. Appointed by the program advisor to manage day-to-day functions to administer the program and serve as the focal point for LCBP officers and program administrators. LCBP administrator functions may include: Lead LCBP Officer, Rotation Monitor, Training Manager, Professional Development Officer, Treasurer, Secretary, Web Page Manager, and Administrative Officer.

9.10.1.1. LCBP administrator may delegate administrator functions to LCBP officers.

9.10.2. Ensure the development of the rotation plan is completed and coordinated through applicable directorates. The ALC/CV or DLA AF NAM approves the final coordinated rotation plan.

9.10.2. (AFNWC) The AFNWC/CV approves the final rotation plan.

9.10.3. Conduct orientation briefings with each new LCBP officer. This briefing should contain, at a minimum, an overview of the depot or ICP, assigned rotations, and APDP certification requirements.

9.10.4. Schedule, establish an agenda for, and conduct the ALC PGC meetings. (Not applicable to DLA)

9.10.4. (AFNWC)

9.10.5. Coordinate with Host Wing Force Support Squadron (FSS) concerning inbound officers, identification of sponsors, and manpower issues.

9.10.6. Participate in LCBP AOWGs as required by AFMC functional manager to review/analyze issues identified during the PGC conference and formulate recommendations for resolution.

9.10.7. Ensure CBOs progress towards APDP completion throughout the duration of the program.

#### **9.11. LCBP Officers.**

9.11.1. Standard participant mission areas include Depot Maintenance, Program Management and Supply Chain Management. DLA rotations will include experience in demand/supply planning, acquisition, weapon system support, contingency planning and supply chain management. Other areas may be included at the ALC/CV or ICP Functional Manager's discretion. Training Matrices will be standardized across the three ALCs and ICPs.

9.11.1. (AFNWC) Obtain nuclear unique experience in joint Department of Energy/Department of Defense (DOE/DoD) warhead/bomb management (AFNWC/NCW), warhead transport, weapons systems management maintenance and equipment (AFNWC/NCL), nuclear surety and certifications (AFNWC/NCS), acquisitions and

modifications (AFNWC/NCS, AFNWC/NCL and AFNWC/XR), and an optional rotation in financial management (AFNWC/FM, AFNWC/PK and/or AFPEO/SS). Other areas may be included at the AFNWC/CV's discretion. Training Matrices will be standardized across the AFNWC.

9.11.2. Keep reporting official informed of progress and accomplishments while rotating through other directorates.

9.11.3. Notify ALC Lead LCBP Officer or DLA ICP Functional Manager of any changes in duty phone, office symbol, or leaves and Temporary Duty (TDY) absences prior to departure, so accurate rosters can be maintained.

9.11.4. Attend LCBP meetings and ALC PGCs as called by the ALC/DLA Program Advisor or lead LCBP officer.

9.11.4. (AFNWC) Attend LCBP meetings as called by the AFNWC/CV or lead LCBP officer.

9.11.5. Complete training requirements and attain certification for APDP Level certification requirements as outlined in para. 2.2.

9.11.6. (Added-AFNWC) Complete End-of-Rotation Memo for Record and submit to AFNWC/CV via email within ten duty days of completing rotation.

**9.12. Host Wing FSS, for DLA this is accomplished by 11th FSS at Bolling AFB.**

9.12.1. All LCBP officers are administratively assigned to the Host Wing FSS after AFPC/DPAS assigns officers for program participation by Personnel Accounting Symbol (PAS) administration.

9.12.2. FSS/DP ensures only LCBP personnel are assigned to LCBP authorizations. LCBP participants remain assigned to the same PAS for two years regardless of their rotational assignments.

9.12.3. LCBP participants will PCS or PCA upon completion of the two-year program.

9.12.4. Adopted Forms.

AF Form 77, *Letter of Evaluation (LOE)*

AF Form 707, *Officer Performance Report*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 847, *Recommendation for Change of Publication*

AF Form 3849, *PME/AFIT/RTFB Officer Worksheet*

**9.13. (Added-AFNWC) AFNWC/LG Responsibilities.**

9.13.1. (Added-AFNWC) Track and monitor CBOs including: ancillary training, AF Form 55, *Employee Safety and Health Record*, and any other duty requirements to ensure no requirements go overdue. Defense Travel System Orders/Vouchers will be approved through AFNWC/LG for the duration of a CBO's tour.

9.13.2. (Added-AFNWC) Account for each CBO via recall roster and report information to AFNWC/CV and AFNWC/CS as necessary.

**9.14. (Added-AFNWC) Hosting Organization's Responsibilities.**

- 9.14.1. **(Added-AFNWC)** Provide CBO with specific job objectives for each rotation. Objectives should be commensurate with rank and level of experience.
- 9.14.2. **(Added-AFNWC)** Provide acquisitions training and education opportunities for each CBO which follows the training guideline in Attachment 4 of this supplement. Duty time will be required for any online/residence courses needed for completion of training requirements.
- 9.14.3. **(Added-AFNWC)** Ensure supervisors do not assign additional duties which unnecessarily burden and distract CBO with tasks outside of their primary career broadening training without prior approval from AFNWC/CV.
- 9.14.4. **(Added-AFNWC)** Do not include CBOs in unit physical training program.
- 9.14.5. **(Added-AFNWC)** Functionally approve/disapprove leave prior to CBO requesting leave from AFNWC/Command Section (CS).
- 9.14.6. **(Added-AFNWC)** Provide CBO with a letter of evaluation once the rotation has been completed in accordance with AFI 36-2111, Para 6.1.
- 9.14.7. **(Added-AFNWC)** Initial as the trainer in Attachment 4 for tasks completed by the CBO throughout the duration of the CBO's specific rotation within the duty section.
- 9.14.8. **(Added-AFNWC)** IAW paragraphs 7.2.1. and 7.2.2. of this supplement, CBOs can be placed on recall rosters for information flow but will not be recalled for exercise or recall roster processes unless the recall directly impacts their current rotation.

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DCS, Manpower, Personnel and Services

**(AFNWC)**

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Commander, Air Force Nuclear Weapons Center

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, Management of Records, 1 Mar 2008

AFPD 36-21, Utilization and Classification of Air Force Military Personnel, 1 Apr 1998

AFI 36-2406, Officer and Enlisted Evaluation Systems, 15 Apr 2005

***Abbreviations and Acronyms***

**ADP**—Airman Development Plan

**ADSC**—Active Duty Service Commitment

**AFGLSC**—Air Force Global Logistics Support Center

**AFIT**—Air Force Institute of Technology

**AFPC**—Air Force Personnel Center

**AFSC**—Air Force Specialty Code

**ALC**—Air Logistics Center

**AOWG**—Action Officer Working Group

**APDP**—Acquisition Professional Development Program

**CBO**—Career Broadening Officer

**DAU**—Defense Acquisition University

**DLA**—Defense Logistics Agency

**DT**—Developmental Team

**FAM**—Functional Area Manager

**FSS**—Force Support Squadron

**ICP**—Inventory Control Point

**IDE**—Intermediate Developmental Education

**LCBP**—Air Force Logistics Career Broadening Program

**MAJCOM**—Major Command

**NAM**—National Account Manager

**OPR**—Officer Performance Report

**OC-ALC**—Oklahoma City Air Logistics Center

**OO-ALC**—Ogden Air Logistics Center

**PAS**—Personnel Accounting Symbol

**PCA**—Permanent Change of Assignment



**PCS**—Permanent Change of Station

**PGC**—Program Guidance Committee

**SEI**—Special Experience Identifier

**SSG**—Senior Steering Group

**SOS**—Squadron Officer School

**TDY**—Temporary Duty

**TOS**—Time On Station

**UTC**—Unit Type Code

**WR-ALC**—Warner Robins Air Logistics Center

**Attachment 1 (AFNWC)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 Mar 2008

***Adopted Forms***

AF Form 55, *Employee Safety and Health Record*, 5 Aug 2011

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

***Abbreviations and Acronyms***

**AFI** —Air Force Instruction

**AFNWC** —Air Force Nuclear Weapons Center

**AFNWC/CC** —AFNWC Commander

**AFNWC/CS** —AFNWC Command Section

**AFNWC/CV** —AFNWC Vice Commander

**AFNWC/FM** —AFNWC Financial Management

**AFNWC/PK** —AFNWC Contracting

**AFNWC/NCL** —AFNWC Nuclear Weapons Logistics Division

**AFNWC/NCS** —AFNWC Nuclear Systems Division

**AFNWC/NCW** —AFNWC Nuclear Weapons Division

**AFPEO/SS** —Air Force Program Execution Office for Strategic Systems

**AFRC** —Air Force Reserve Command

**AFRIMS** —Air Force Records Information Management System

**ANG** —Air National Guard

**DOE** —Department of Energy

**DoD** —Department of Defense

**IAW** — In Accordance With

**LG** —Logistics Directorate

**OPR** —Office of Primary Responsibility

**PRF** —Promotion Recommendation Form

**RDS** —Records Disposition Schedule

## Attachment 2

## AIR LOGISTICS CENTER – LCBP TRAINING MATRIX

Figure A2.1. – Air Logistics Center – LCBP Training Matrix

CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANEES'S	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
Fundamental Tasks							
X	1.1	Finalize rotation plan within 30 days of program initiation					
X	1.2	Attend AFMC LCBP Orientation @ WPAFB, OH					
X	1.3	Take on responsibility of a CBO leadership position					
X	1.4	Attend course in Depot Maintenance , e.g., CLL022, Title 10 Depot Maintenance Statue Overview; Defense Acquisition University (DAU) or Continuous Learning Center (CLC); ( <a href="http://www.dau.mil">http://www.dau.mil</a> , <a href="http://clc.dau.mil">http://clc.dau.mil</a> )					
X	1.5	Attend course in Supply Chain Management (e.g., AFIT logistics course - <a href="http://www.afit.edu">http://www.afit.edu</a> )					
	1.6	Attend at least 1 tour of a commercial logistics facility					
	1.7	Understand civilian workforce structure, promotion criteria, and professional development processes					
X	1.8	Understand how continuous process improvement is applied in the aerospace overhaul & repair environment, to include the role played by supporting					

		organizations. Understand Supply Chain Operations Reference (SCOR), Lean Six-Sigma, Theory of Constraints (TOC)					
X	1.9	Complete Life Cycle Logistics and Program Management Level requirements IAW current DAU catalog - <a href="http://www.dau.mil">http://www.dau.mil</a>					
Finance							
	1.10	Become familiar with procedures used to budget, forecast, and monitor the expenditure of program funds					
X	1.10.1	Attend an introductory Financial Management class (e.g., Working Capital Fund (WCF) course)					
X	1.10.2	Understand financial management relationships between AFMC and Central Asset Management (i.e. CAM)					
	1.10.3	Understand preparation of a Purchase Request (PR) & Military Interdepartmental Purchase Request (MIPR)					
NAME						Page No. 1	
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANIIEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	1.10.4	Attend HAF Planning, Programming, Budgeting and Execution (PPBE) Action Officer Course					
	1.10.5	Understand Cost Authority					
X	1.10.6	Understand obligation periods and consequence of not obligating funds					

		in time with respect to the WCF and appropriate funds					
X	1.10.7	Understand funds appropriation					
Contracting							
	1.11	Attend course in Contracting, e.g., CON 100, Shaping Smart Business Arrangements. ( <a href="https://www.dau.mil">https://www.dau.mil</a> )					
	1.11.1	Briefly discuss the sources of authority for defense contracting to include: key documents, statutes & regulations					
	1.11.2	Understand the regulatory and legal checks and balances which guide contracting operations					
	1.11.3	Briefly discuss the two types of procurement methods: sealed bid and negotiation					
	1.11.4	Become familiar with the use of purchase orders, delivery orders and other basic ordering agreements and the various types of contracts					
	1.11.5	Understand the elements of cost proposals and price negotiations					
X	1.11.6	Discuss the two basic contract types: fixed price and cost reimbursement and the numerous varieties of each contract type. Highlight the advantages & disadvantages of each contract type					
	1.11.7	Describe the various types of contracting incentives and how those incentives are used to drive different types of behaviors					
	1.11.8	Discuss the relationship between the contract and financial communities					
X	1.11.9	Discuss contract administration, particularly the role of Defense Contract Management Agency (DCMA) personnel and how to					

		effectively use DCMA personnel to communicate with the contractor and be your “eyes and ears” in the plant					
NAME						Page No. 2	
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANIEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	1.11.10	Discuss how to communicate with the contractor (do's and don'ts) and how current acquisition reforms remove barriers between the government and vendor to encourage greater opportunities for communications and collaboration					
	1.11.11	Understand the role of the Small Business Administration and the Judge Advocate					
	1.11.12	Understand the difference between price and cost analysis					
	1.11.13	Understand the differences between Service, Commodity, and Construction contracts					
	1.11.14	Understand fair and reasonable pricing					
	1.11.15	Understand the Contract buy Team process					
Purchasing and Supply Chain Management Tasks							
X	2.1	Discuss and understand Purchasing and Supply Chain Management					
X	2.2	Understand the interface between the wholesale item supplier and the ultimate customer					
	2.3	Understand objectives of the Supply Management Mission Area					
X	2.4	Understand the Supply					

		Management Activity Group (SMAG)					
	2.5	Attend Director SMAG meeting					
	2.6	Discuss and understand how prices are set for the customer					
	2.7	Attend a Depot Repair Enhancement Program (DREP) meeting					
	2.8	Understand the requirements determination system flow (the flow of information between legacy systems and D200 subsystems)					
	2.8.1	Become familiar with the roles and responsibilities of various players in the D200 requirements determination process					
	2.8.2	Understand the functionality of D200, the Automated Business Service System (ABSS), and the Automated Contract Preparation System (ACPS)					
NAME						Page No. 3	
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANIEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	2.8.3	Understand the computation methodology for consumable and recoverable items to include Expendability, Recoverability, Reparability Code (ERRC) codes, NSNs, asset condition codes and interchangeability/substitutability					
	2.8.4	Understand the computational cycle and how this (Task 2.8.3) interfaces with the budget cycle and the flying-hour program					
X	2.9	Understand the relationship					

		between AFMC and the Global Logistics Support Center (GLSC) and Defense Logistics Agency (DLA)					
X	2.10	Become familiar with the role of DLA					
X	2.11	Understand the integrated product team (IPT) process					
	2.12	Understand the macro Exchangeable Repair Process; from removal of an F-condition asset at base level to having an A-condition asset put into the supply system and AF Repair Enhancement Program (AFREP)					
	2.13	Understand the Source of Repair Assignment Process (SORAP)					
	2.14	Become familiar with the functions of Equipment Specialists (ES) and their interaction with Item Managers (IM) and Production Management Specialists (PMS)					
	2.14.1	Become familiar with the technical order and engineering data management systems					
	2.14.2	Understand the AFTO Form 22 and 27 process					
	2.14.3	Understand the Technical Order Acquisition and Maintenance Process					
	2.14.4	Review the IDEA Evaluation Process within the ES responsibilities					
	2.14.5	Understand the Modification Management Process					
	2.14.6	Understand the Deficiency Report Process					
	2.14.7	Understand Software Management responsibilities					
	2.14.	Participate in a Diminishing					



	8	Manufacturing Sources (DMS) review					
	2.15	Become familiar with the functions of Production Management Specialists (PMS) and their interaction with the IM/ES/Seller					
NAME				Page No. 4			
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANIEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	2.15.1	Attend local Introduction to Production Management class					
	2.15.2	Become familiar with DG072D, Contract Depot Maintenance Production and Cost System					
	2.15.3	Become familiar with G009, Transaction Report					
	2.15.4	Become familiar with D035A, Item Manager Wholesale Requisition Process and D043A, Master Item Identification Control System					
	2.15.5	Become familiar with D087, Weapon System Management Information System (WSMIS)					
	2.15.6	Become familiar with the Execution and Prioritization of Repair Support Systems (EXPRESS)					
	2.15.7	Become familiar with WSMIS and WSMIS SAV					
	2.15.8	Become familiar with SMART					
	2.16	Review Stockage Effectiveness< MICAPs, Awaiting Parts, Customer Wait Time, and Backorders					
	2.17	Understand how buy/repair requirements are determined					

	2.18	Become familiar with the War Reserve Material and Readiness Spares Package review process					
	2.19	Attend a Commodities Council					
	2.20	Attend an Executive Steering Group					
Depot Maintenance Tasks							
X	3.1	Familiarize yourself with key depot maintenance policy and process documents TR: AFI 21-102 and AFMC Depot Maintenance Mission Area Plan					
X	3.2	Understand the core depot maintenance methodology and its governing statues, policy and processes					
X	3.3	Understand the Workload Distribution Reporting Process (50/50) and its governing statues, policy and processes					
	3.4	Understand AFMC perspective on Depot Maintenance Partnering					
	3.4.1	Understand the three major Depot Partnering techniques and their governing policy & statues: 1) Direct Sales, 2) Leasing, 3) Workshare					
NAME						Page No. 5	
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANIEE'S INITIALS	TRAINER'S INITIALS	CERTIFERER'S INITIALS (IF REQUIRED)
	3.4.2	Understand what Centers of Industrial and Technical Excellence (CITES) are, their governing policy & statues and the role CITES plays in AF Depot Partnering Strategy					
	3.4.3	Understand Public-Private					

		Competition statues, policy and general processes. Familiarize yourself with some examples at the center					
	3.5	Understand the Contract Depot Maintenance policy, procedures and processes					
	3.6	Familiarize yourself with the basic purpose of the Logistics Compliance Assessment Program (LCAP)					
	3.7	Understand the depot maintenance operating environment from the “technician” view					
	3.8	Familiarize yourself with general civilian technician training requirements necessary to accomplish depot-level repair work, as well as, significant workforce management issues					
	3.9	Familiarize yourself with the type of facility and infrastructure required to accomplish depot-level maintenance. Acquaint yourself with the Capital Purchase Program and how it is funded					
	3.10	Understand the Depot Maintenance Workload Planning Process and how the work package is developed					
	3.10.1	Understand production support and the roles and responsibilities of the Weapon System Support Center (WSSC)					
	3.10.2	Understand: 1) how planners and retail supply personnel use the Bill of materials (BOM) to forecast repair part needs; 2) how these needs are communicated to AF item managers and DLA; 3) the Demand Data Exchange (DDE) vs. Special Program Requirements (SPR)					
	3.10.	Understand how aircraft are					

	3	scheduled using the Program Depot Maintenance Schedule System (PDMSS). Understand what the critical path is, how it is determined and its importance					
	3.11	Understand the exchangeable workload planning process and how requirements are passed from wholesale material managers to depot repair					
NAME				Page No. 6			
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANIEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	3.12	Understand the roles and responsibilities of the SSC					
	3.13	Understand the Forward Look Supportability Review process, its importance, key players and key methods/systems used to plan & forecast material support needs					
	3.13.1	Understand how the industrial support back shops support depot maintenance organizations					
	3.13.2	Understand the routed item process and depot repair "pipeline". Familiarize yourself with the policy and process associated with "M-jobs" and "T-jobs"					
	3.14	Understand the policy, processes and procedures for the Logistics Requirements Determination Process (LRDP)					
	3.15	Understand the policy, processes and procedures for Depot Maintenance Workload Reviews and the Planning, Programming, Budgeting and Execution (PPBE)					

		process					
	3.16	Understand how depot maintenance does manpower/capability planning. Understand how this is captured in the Planning Labor Application (PLA) and how the PLA is used for the budget and hiring/employment plan					
	3.17	Understand the Depot Maintenance Activity Group (DMAG) Process					
	3.17.1	Familiarize yourself with the Depot Maintenance Accounting and Production System (DMAPS). Understand how DMAPS is used to capture needed data required to ensure compliance with the Chief Financial Officers Act of 1990					
X	3.17.2	Understand how the depot maintenance organization contributes to the development of sales rates and End Item Sales Price (EISP)					
	3.17.3	Understand the relationship between productivity and labor rates					
X	3.17.4	Understand the following key measures/metrics: Output Per Man-Day, flex, efficiency, yield and labor standards, and how these measures impact DMAG budget					
NAME						Page No. 7	
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANIEE'S INITIALS	TRAINER'S INITIALS	CERTIFERER'S INITIALS (IF REQUIRED)
	3.17.5	Understand direct/indirect labor and how flow days are calculated TR: AFMCI 21-105					
	3.17.	Understand the difference between					

	6	direct workers, indirect workers and General & Administrative, and how these labor factors impact the DMAG budget					
	3.17.7	Understand the difference between DMAG budget and the Program Objective Memorandum (POM) process					
	3.17.8	Become familiar with the Surge process					
	3.18	Understand OSHA requirements					
	3.19	Understand test equipment management and the impact of its failure					
Weapon System Management Tasks							
X	4.1	Become familiar with the issues faced by a System Program Manager in providing total logistics support over the life of a system					
X	4.2	Become familiar with the formal planning and programming documentation necessary for the SPM to discharge duties and responsibilities (Program Management Directives, requirements, memorandums of agreement and understanding)					
X	4.3	Understand maintenance concepts/levels and their influences on hardware requirements					
	4.4	Understand the purpose/function of Program Management Reviews					
	4.5	Understand the purpose/function of a Product Improvement Working Group					
	4.6	Understand the purpose/functions of a Requirements Review Board and Configuration Control Board					
	4.7	Understand the purpose/function of a System Safety Group					

	4.8	Understand Performance Based Logistics and the resultant relationship between the ALC, the user, the contractor and DLA, as well as Performance Based Agreements					
NAME						Page No. 8	
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRIANEE'S	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	4.9	Understand SPO responsibilities as the single contact for a system					
	4.10	Participate in an acquisition negotiation/source selection					
	4.11	Understand the difference between sole-source and competitive acquisitions and why the preferred method is competitive acquisitions					
	4.12	Understand the review/approval process for engineering change proposals (ECP)					
	4.13	Understand the review/approval process for Contract Data Requirements Lists (CDRL) deliverables					
	4.14	Understand the review/approval process for Support Equipment Requirements Document (SERD) items					
	4.15	Review mishap reporting and investigation process TR: AFI 91-204					
	4.16	Understand the Weapon System Supply Chain Manager (WSSCM) concept					
NAME						Page No. 9	

## Attachment 3

## DEFENSE LOGISTICS AGENCY – LCBP TRAINING MATRIX

Figure A3.1. Defense Logistics Agency – LCBP Training Matrix

CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
Fundamental Tasks							
X	1.1	Finalize rotation plan within 30 days of program initiation					
X	1.2	Attend AFMC LCBP Orientation @ WPAFB, OH					
X	1.3	Take on responsibility of a CBO leadership position					
X	1.4	Attend course in Depot Maintenance , e.g., CLL022, Title 10 Depot Maintenance Statue Overview; Defense Acquisition University (DAU) or Continuous Learning Center (CLC) ( <a href="http://www.dau.mil">http://www.dau.mil</a> , <a href="http://clc.dau.mil">http://clc.dau.mil</a> )					
X	1.5	Attend course in Supply Chain Management (e.g., AFIT logistics course - <a href="http://www.afit.edu">http://www.afit.edu</a> )					
	1.6	Attend at least 1 tour of a commercial logistics facility					
	1.7	Understand civilian workforce structure, promotion criteria, and professional development processes					
X	1.8	Understand how continuous process improvement is applied in the aerospace overhaul & repair environment, to include the role played by supporting organizations. Understand Supply Chain					



		Operations Reference (SCOR), Lean Six-Sigma, Theory of Constraints (TOC)					
X	1.9	Complete Life Cycle Logistics and Program Management Level requirements IAW current DAU catalog - <a href="http://www.dau.mil">http://www.dau.mil</a>					
Finance							
	1.10	Become familiar with procedures used to budget, forecast, and monitor the expenditure of program funds					
X	1.10 .1	Attend an introductory Financial Management class (e.g., Working Capital Fund (WCF) course)					
X	1.10 .2	Understand Financial management relationships between AFMC and combat air forces (i.e., CAM)					
	1.10 .3	Understand preparation of a Purchase Request (PR) & Military Interdepartmental Purchase Request (MIPR)					
NAME						Page No. 1	
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	STA RT DAT E	COMPLE TION DATE	TRANIEE'S	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	1.10 .4	Attend HAF Planning, Programming, Budgeting and Execution (PPBE) Action Officer Course					
	1.10 .5	Understand Cost Authority					
X	1.10 .6	Understand obligation periods and consequence of not obligating funds in time with respect to the WCF and appropriate funds					

X	1.10 .7	Understand funds appropriation					
Contracting							
	1.11	Attend course in Contracting, e.g., CON 100, Shaping Smart Business Arrangements. ( <a href="http://www.dau.mil">http://www.dau.mil</a> )					
	1.11 .1	Briefly discuss the sources of authority for defense contracting to include: key documents, statutes & regulations					
	1.11 .2	Understand the regulatory and legal checks and balances which guide contracting operations					
	1.11 .3	Review the contracting process to include the major phases in the procurement process. Describe each phase in the process and its unique challenges					
	1.11 .4	Become familiar with the process of purchase requests and the preparation of solicitations and contracts					
	1.11 .5	Briefly discuss the two types of procurement methods: sealed bid and negotiation, which can be used in competitive and non-competitive acquisitions					
	1.11 .6	Become familiar with the use of purchase orders, delivery orders and other basic ordering agreements and the various types of contracts					
	1.11 .7	Understand the elements of cost proposals & price negotiations					
X	1.11 .8	Discuss the two basic contract types: fixed price and cost reimbursement and the numerous varieties of each contract type. Highlight the advantages & disadvantages of each contract type					

	1.11.9	Describe the various types of contracting incentives and how those incentives are used to drive different types of behaviors					
	1.11.10	Discuss the relationship between the contract and financial communities					
NAME						Page No. 2	
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
X	1.11.1.1	Discuss contract administration, particularly the role of Defense Contract Management Agency (DCMA) personnel and how to effectively use DCMA personnel to communicate with the contractor and be your "eyes and ears" in the plant					
	1.11.1.2	Discuss how to communicate with the contractor (do's and don'ts) and how current acquisition reforms remove barriers between the government and vendor to encourage greater opportunities for communications and collaboration					
	1.11.1.3	Understand the role of the Small Business Administration and the Judge Advocate					
	1.11.1.4	Understand the difference between price and cost analysis					
	1.11.1.5	Understand the differences between Service, Commodity, and Construction contracts					
	1.11.1.6	Understand fair and reasonable pricing					
	1.11.1	Understand the Contract buy Team					

	7	process					
Purchasing and Supply Chain Management Tasks							
X	2.1	Discuss and understand Purchasing and Supply Chain Management					
X	2.2	Understand the interface between the wholesale item supplier and the ultimate customer					
	2.3 thru 2.8.2	Tasks deleted for DLA					
X	2.8.3	Understand the computation methodology for consumable and recoverable items to include Expendability, Recoverability, Reparability Code (ERRC) codes, NSNs, asset condition codes and interchangeability/substitutability					
	2.8.4	Task deleted for DLA					
	2.9	Understand the relationship between AFMC and the Global Logistics Support Center (GLSC) and Defense Logistics Agency (DLA)					
X	2.10	Become familiar with the role of DLA, including the hierarchy, Enterprise Business System (EBS), EMALL, 339 process, Defense Distribution Centers (DDC), DLA procurement, Forward Presence and Weapons Systems Support Managers (WSSMs)					
NAME						Page No. 3	
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANIEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
X	2.11	Understand the integrated product team (IPT) process					

	2.12	Understand the macro Exchangeable Repair Process; from removal of an F-condition asset at base level to having an A-condition asset put into the supply system and AF Repair Enhancement Program (AFREP)					
	2.13	Understand the Source of Repair Assignment Process (SORAP)					
	2.14	Become familiar with the functions of Equipment Specialists (ES) and their interaction with Item Managers (IM) and Production Management Specialists (PMS)					
	2.14 .1	Become familiar with the technical order and engineering data management systems					
	2.14 .2 thru 2.14 .4	Tasks deleted for DLA					
	2.14 .5	Understand the Modification Management Process					
	2.14 .6	Understand the Deficiency Report Process					
	2.14 .7	Understand Software Management responsibilities					
	2.14 .8	Participate in a Diminishing Manufacturing Sources (DMS) review					
	2.15 thru 2.15 .6	Tasks deleted for DLA					
	2.15 .7	Become familiar with WSMIS and WSMIS SAV					
	2.15 .8	Tasks deleted for DLA					
	2.16	Review Stockage Effectiveness<					

		MICAPs, Awaiting Parts, Customer Wait Time, and Backorders					
	2.17	Understand how buy/repair requirements are determined					
	2.18	Become familiar with the War Reserve Material and Readiness Spares Package review process					
	2.19 and 2.20	Tasks deleted for DLA					
NAME					Page No. 4		
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRANINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
Depot Maintenance Tasks							
X	3.1	Familiarize yourself with key depot maintenance policy and process documents. Specifically AFI 21-102 and AFMC Depot Maintenance Mission Area Plan (to include the center-specific attachment to the plan)					
X	3.2	Understand the core depot maintenance methodology and its governing statues, policy and processes					
X	3.3	Understand the Workload Distribution Reporting Process (50/50) and its governing statues, policy and processes					
	3.4	Understand AFMC perspective on Depot Maintenance Partnering					
	3.4.1	Understand the three major Depot Partnering techniques and their governing policy & statues: 1) Direct Sales, 2) Leasing, 3)					

		Workshare					
	3.4.2	Understand what Centers of Industrial and Technical Excellence (CITES) are, their governing policy & statues and the role CITES plays in AF Depot Partnering Strategy					
	3.4.3	Understand Public-Private Competition statues, policy and general processes. Familiarize yourself with some examples at the center					
	3.5	Understand the Contract Depot Maintenance policy, procedures and processes					
	3.6	Familiarize yourself with the basic purpose of the Logistics Compliance Assessment Program (LCAP)					
	3.7 thru 3.10.1	Tasks deleted for DLA					
	3.10.2	Understand: 1) how planners and retail supply personnel use the Bill of materials (BOM) to forecast repair part needs; 2) how these needs are communicated to AF item managers and DLA; 3) the Demand Data Exchange (DDE) vs Special Program Requirements (SPR)					
	3.10.3	Understand how aircraft are scheduled using the Program Depot Maintenance Schedule System (PDMSS). Understand what the critical path is, how it is determined and its importance					
TRAINEE NAME				CFETP/QJS NUMBER		Page No. 5	

CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	3.11	Understand the exchangeable workload planning process and how requirements are passed from wholesale material managers to depot repair					
	3.12	Understand the roles and responsibilities of the SSC					
	3.13	Task deleted for DLA					
	3.13.1	Understand how the industrial support back shops support depot maintenance organizations					
	3.13.2 thru 3.19	Tasks deleted for DLA					
Weapon System Management Tasks							
X	4.1	Become familiar with the issues faced by a System Program Manager in providing total logistics support over the life of a system					
	4.2 and 4.3	Tasks deleted for DLA					
	4.4	Understand the purpose/function of Program Management Reviews					
	4.5	Understand the purpose/function of a Product Improvement Working Group					
	4.6	Understand the purpose/functions of a Requirements Review Board and Configuration Control Board					
	4.7	Task deleted for DLA					



	4.8	Understand Performance Based Logistics and the resultant relationship between the ALC, the user, the contractor and DLA, as well as Performance Based Agreements					
	4.9	Understand SPO responsibilities as the single contact for a system					
	4.10	Participate in an acquisition negotiation/source selection					
	4.11	Understand the difference between sole-source and competitive acquisitions and why the preferred method is competitive acquisitions					
TRAINEE NAME				CFETP/JQS NUMBER		Page No. 6	
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	4.12	Understand the review/approval process for engineering change proposals (ECP), including DLA Form 339 and Product Data Management Initiative (PDMI)					
	4.13	Understand the review/approval process for Contract Data Requirements Lists (CDRL) deliverables					
	4.14	Understand the review/approval process for Support Equipment Requirements Document (SERD) items					
	4.15	Review mishap reporting and investigation process (AFI 91-204)					
	4.16	Understand the Weapon System Supply Chain Manager (WSSCM) concept					

	4.17	Understand how to field time compliance technical orders (TCTO)					
	4.18	Understand the AFTO Form 107 and 202 process					
X	4.19	Become familiar with the Supply Planning process and how the Supply Planning role impacts procurement and support NSNs					
X	4.20	Become familiar with the Procurement Process and how forecasted buys become contracts					
X	4.21	Understand how the functions of Pre & Post awards differ and the responsibilities of each					
X	4.22	Understand how large and simplified acquisitions/procurements differ					
X	4.23	Understand the role of the Product Specialist and how they support the procurement process					
X	4.24	Become familiar with processing requests for engineering support (DLA Form 339) and how that process is executed both in DLA and in the Air Force (ESA – Engineering Support Activity) depots					
X	4.25	Understand how DCMA (Defense Contracting Management Agency) supports procurement process as it provides oversight of execution of established contracts					
X	4.26	Understand how WSSMs (Weapon System Support Managers) support the enterprise and how they interact with the Air Force					
X	4.27	Understand the Demand Planning Process and how customer forecasts are turned into projected buys					

TRAINEE NAME				CFETP/JQS NUMBER	Page No. 7		
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	STA RT DAT E	COMPLE TION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
X	4.28	The student should gain an understanding of the Customer Relationship Management (CRM) process and how Customer Account Specialists (CASs) interface with the customer					
X	4.29	Understand the DLA organization, including supply chains and what they manage/oversee					
	4.30	Work in CRM Cell (MAF/CAF/XX-ALC) as a CAS to round out knowledge about the CRM process					
	4.31	Work in the Lean Office to secure green-belt training/certification					
	4.32	Working ESOD (Emergency Supply Operations Division) to learn how contingency/expedited contracting is accomplished and how the processes differ from standard contracting					
	4.33	Understand Forward Presence (DLA/CC0 to include cells at the ALCs (Customer Service Representative, Contract Administration Services, Data Processing, Procurement Specialists)					
	4.34	Understand the Defense Distribution center and the Distribution Warehouse functions and worldwide locations					

X	4.35	Be able to comprehensively use DLA systems such as Enterprise Business System (EBS), EMALL, Federal Logistics Information System (FLIS), etc.					
	4.36	Understand the Defense Distribution center and the Distribution Warehouse functions and worldwide locations					
	4.37	Understand the Demand Data Exchange (DDE) and Special Program Requirement (SPR) processes					
TRAINEE NAME				CFETP/JQS NUMBER		Page No. 8	

## Attachment 4 (Added-AFNWC)

## AIR FORCE NUCLEAR WEAPONS CENTER – LCBP TRAINING MATRIX

Figure A4.1. Air Force Nuclear Weapons Center – LCBP Training Matrix

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	1.	<b>Fundamental tasks</b>					
	1.1	Finalize rotation plan within 30-days of program initiation					
	1.2	Attend HQ AFMC LCBP Orientation @ WPAFB, OH					
	1.3	Take on responsibility of a CBO leadership position					
	1.5	Attend at least one tour of a commercial logistics facility					
	1.6	Understand civilian workforce structure, promotion criteria, and professional development processes					
X	1.7	Complete Program Management Level I requirements IAW current DAU catalog (see <a href="http://www.dau.mil">http://www.dau.mil</a> )					
X	1.8	Complete Life Cycle Logistics Level I requirements IAW current DAU catalog (see <a href="http://www.dau.mil">http://www.dau.mil</a> )					
	1.9	Complete Program Management Level II requirements IAW current DAU catalog (see <a href="http://www.dau.mil">http://www.dau.mil</a> )					
	1.10	Complete Life Cycle Logistics Level II requirements IAW current DAU catalog (see <a href="http://www.dau.mil">http://www.dau.mil</a> )					
	1.11	Understand the requirements determination system flow (the flow of information between legacy systems and D200 subsystems)					
	1.12	Understand the functionality of D200, the Automated Business Service System (ABSS), and the Automated Contract Preparation System (ACPS)					
	1.13	Understand the computation methodology for consumable and recoverable items to include Expendability, Recoverability, Reparability Code (ERRC) codes, NSNs, asset condition codes and interchangeability/substitutability					
	1.14	Understand the relationship between AFMC and the Global Logistics Support Center (GLSC) and Defense Logistics Agency (DLA)					
	1.15	Become familiar with D035A, Item Manager Wholesale Requisition Process and D043A, Master Item Identification Control System					
TRAINEE NAME				CFETP/JQS NUMBER		Page No. 1	

<b>JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS</b>							
<b>CRITICAL TASK</b>	<b>TASK NUMBER</b>	<b>TASKS, KNOWLEDGE AND TECHNICAL REFERENCES</b>	<b>START DATE</b>	<b>COMPLETION DATE</b>	<b>TRANEES' INITIALS</b>	<b>TRAINER'S INITIALS</b>	<b>CERTIFIER'S INITIALS (IF REQUIRED)</b>
	1.16	Become Familiar with key depot maintenance policy and process documents. Specifically AFI 21-102 and AFMC Depot Maintenance Mission Area Plan (to include the center-specific attachment to the plan). Complete CLL 022 course in Title 10 Depot Maintenance Statute Overview. See Defense Acquisition University website at <a href="http://www.dau.mil">http://www.dau.mil</a>					
	1.17	Understand the core depot maintenance methodology and its governing statutes, policy and processes). Complete CLL 023 course in Title 10 U.S.C. 2464 Core Statute Implementation. See Defense Acquisition University website at <a href="http://www.dau.mil">http://www.dau.mil</a>					
	1.18	Understand the Workload Distribution Reporting Process (50/50) and its governing statutes, policy and processes. Complete CLL 024 course in Title 10 Limitations on the Performance of Depot-Level Maintenance (50/50). See Defense Acquisition University website at <a href="http://www.dau.mil">http://www.dau.mil</a>					
	1.19	Understand AFMC perspective on Depot Maintenance Partnering. Complete CLL 025 course in Depot Maintenance Interservice Support Agreements (DMISA). See Defense Acquisition University website at <a href="http://www.dau.mil">http://www.dau.mil</a>					
	2.	<b>Financial Management</b>					
	2.1	Become familiar with procedures used to budget, forecast, and monitor the expenditure of program funds (see FM Distributed Learning Center at: <a href="https://fm.csd.disa.mil/">https://fm.csd.disa.mil/</a> )					
	2.1.1	Attend a Financial Management introductory class (e.g., Working Capital Fund (WCF) course)					
	2.1.2	Understand Financial management relationships between AFMC and combat air forces (i.e., Centralized Asset Management)					
	2.1.3	Understand how a Purchase Request (PR) and a Military Interdepartmental Purchase Request (MIPR) are prepared					

	2.1.4	Attend HAF Planning, Programming, Budgeting and Execution (PPBE) Action Officer Course					
TRAINEE NAME			CFETP/QJS NUMBER		Page No. 2		
<b>JOB QUALIFICATION STANDARD CONTINUATION/COMMAND QJS</b>							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	2.1.5	Understand Cost Authority					
	2.1.6	Understand obligation periods and consequence of not obligating funds in time with respect to the WCF and appropriated funds					
	2.1.7	Understand funds appropriation					
	2.1.8	Understand the role of the Logistics Support Review (LSR) and the transfer of funds between the customer and the Source of Repair					
	2.1.9	Understand the difference between DMAG budget and the Program Objective Memorandum (POM) process					
	2.2	Attend course in Contracting, e.g., CON 100, Shaping Smart Business Arrangements. See Defense Acquisition University website at <a href="http://www.dau.mil">http://www.dau.mil</a>					
	2.2.1	Briefly discuss the sources of authority for defense contracting to include key documents/statutes/regulations					
	2.2.2	Understand the regulatory and legal checks and balances which guide contracting operations					
	2.2.3	Briefly discuss the two types of procurement methods: sealed bid and negotiation, which can be used in competitive and non-competitive acquisitions					
	2.2.4	Become familiar with the use of purchase orders, delivery orders and other basic ordering agreements and the various types of contracts					
	2.2.5	Understand the elements of cost proposals and price negotiations					
	2.2.6	Discuss the two basic contract types: fixed price and cost reimbursement and the numerous varieties of each contract type. Highlight the advantages & disadvantages of each contract type					
	2.2.7	Describe the various types of contracting incentives and how those incentives are used to drive different types of behaviors					
	2.2.8	Discuss the relationship between the contract and financial communities					
TRAINEE NAME			CFETP/QJS NUMBER		Page No. 3		

<b>JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS</b>							
<b>CRITICAL TASK</b>	<b>TASK NUMBER</b>	<b>TASKS, KNOWLEDGE AND TECHNICAL REFERENCES</b>	<b>START DATE</b>	<b>COMPLETION DATE</b>	<b>TRANIEE'S INITIALS</b>	<b>TRAINER'S INITIALS</b>	<b>CERTIFIER'S INITIALS (IF REQUIRED)</b>
	2.2.9	Discuss how to communicate with the contractor (do's and don'ts) and how current acquisition reforms remove barriers between the government and vendor to encourage greater opportunities for communications and collaboration					
	2.2.10	Understand the role of the Small Business Administration and the Judge Advocate					
	2.2.11	Understand the difference between price and cost analysis					
	2.2.12	Understand the differences between Service, Commodity, and Construction contracts					
	3.	<b>Nuclear Logistics Tasks</b>					
	3.1	Understand the AFNWC/NCL's role in the Unsatisfactory Report (UR) process					
	3.2	Understand the AFNWC/NCL's role in the Joint Nuclear Weapons Publication System (JNWPS) and Technical Order (T.O.) process					
	3.3	Become familiar with "Use Control" systems and how they relate to nuclear weapon security					
	3.4	Understand the roles and responsibilities of senior AF stockpile managers as they pertain to different weapon systems					
	3.5	Understand the AFNWC/NCL's role in how, when and why the AF schedules nuclear weapon and component movements					
	3.6	Understand the DIAMONDS system and how it relates to weapons logistics management					
	3.7	Participate in short and long range planning activities to support technical aspects of weapons programs.					
	3.8	Understand the Nuclear Hardness DataBase Contract					
	3.9	Understand the relationships between DOD/DOE nuclear support agencies on all matters affecting management/distribution of nuclear technical data.					
	3.10	Understand the scheduling process for Air Force Nuclear Ordnance Shipping Schedule (NOSS)					
	3.11	Understand the processes required to coordinate with DOE and the AFNWC stockpile Managers/NOSS for delivery and/or movement of training assets and support equipment					



TRAINEE NAME				CFETP/QJS NUMBER		Page No. 4	
<b>JOB QUALIFICATION STANDARD CONTINUATION/COMMAND QJS</b>							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	3.12	Understand the processes to ensure availability and forecasting of Second Destination Transportation funding to meet all AF nuclear weapon requirements					
	3.13	Understand the Direct Vendor Spares (DVS) Contract and Work For Others (WFO)					
	3.14	Understand how technical guidance concerning DOE-designed nuclear bombs, warheads, trainers, support equipment and technical data is provided to AFMC and other command units					
	3.15	Participate in a technical evaluation of special procedures designed to correct problems in nuclear weapons identified by units to AFNWC					
	3.16	Understand the relationship between AFNWC and DOE, Air Staff, Sandia National Laboratories, USSTRATCOM, AFGSC, ACC and other military and government agencies on nuclear matters					
	4.	<b>Weapon System Management Tasks</b>					
	4.1	Become familiar with the issues faced by a System Program Manager in providing total logistics support over the life of a system					
	4.2	Become familiar with the formal planning and programming documentation necessary for the SPM to discharge duties and responsibilities (Program Management Directives, requirements, memorandums of agreement and understanding)					
	4.3	Understand maintenance concepts/levels and their influences on hardware requirements					
	4.4	Understand the purpose/function of Program Management Reviews					
	4.5	Understand the purpose/function of a Product Improvement Working Group					
	4.6	Understand the purpose/functions of a Requirements Review Board and Configuration Control Board					
	4.7	Understand the purpose/function of a System Safety Group					
	4.8	Understand Performance Based Logistics and the resultant relationship between the ALC, the user, the contractor and DLA, as well as Performance Based Agreements					
TRAINEE NAME				CFETP/QJS NUMBER		Page No. 5	

<b>JOB QUALIFICATION STANDARD CONTINUATION/CMDR JQS</b>							
<b>CRITICAL TASK</b>	<b>TASK NUMBER</b>	<b>TASKS, KNOWLEDGE AND TECHNICAL REFERENCES</b>	<b>START DATE</b>	<b>COMPLETION DATE</b>	<b>TRAINEE'S INITIALS</b>	<b>TRAINER'S INITIALS</b>	<b>CERTIFIER'S INITIALS (IF REQUIRED)</b>
	4.9	Understand SPO responsibilities as the single contact for a system					
	4.10	Participate in an acquisition negotiation/source selection					
	4.11	Understand the difference between sole-source and competitive acquisitions and why the preferred method is competitive acquisitions					
	4.12	Understand the review/approval process for engineering change proposals (ECP)					
	4.13	Understand the review/approval process for Contract Data Requirements Lists (CDRL) deliverables					
	4.14	Understand the review/approval process for Support Equipment Requirements Document (SERD) items					
	4.15	Review mishap reporting and investigation process (AFI 91-204)					
	4.16	Understand the Weapon System Supply Chain Manager (WSSCM) concept					
	4.17	Become familiar with the functions of Equipment Specialists (ES) and their interaction with Item Managers (IM) and Production Management Specialists (PMS)					
	4.18	Become familiar with the technical order and engineering data management systems					
	4.19	Understand the AFTO Form 22 and 27 process					
	4.20	Understand the Technical Order Acquisition and Maintenance Process					
	4.21	Review the IDEA Evaluation Process within the ES responsibilities					
	4.22	Understand the Deficiency Report Process					
	4.23	Become familiar with the functions of Production Management Specialists (PMS) and their interaction with the IM/ES/Seller					
	4.24	Understand the integrated product team (IPT) process					
	4.25	Understand the Source of Repair Assignment Process (SORAP)					
	4.26	Participate in applicable Milestone Decision preparation actions					
	4.27	Attend a Milestone Decision briefing					
TRAINEE NAME				CFETP/JQS NUMBER		Page No. 6	
<b>JOB QUALIFICATION STANDARD CONTINUATION/CMDR JQS</b>							

CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	4.28	Understand the role of AFNWC/XR in the development of concepts for future acquisition, recapitalization, and sustainment					
	4.29	Understand the role of a Concept Characterization and Technical Development report in documenting prospective solutions to gaps or shortfalls associated with realizing a viable operational concept in the pre-acquisition phase					
	4.30	Understand the purpose of the different working groups and how they interact during the process of concept development					
	4.31	Understand the pre-acquisition process leading to a milestone A decision and how that process facilitates the production of the Acquisition Program Baseline, Technology Development Strategy and ultimately the Acquisition Strategy					
	4.32	Understand the purpose of Measures of Effectiveness, Measures of Suitability, and Measures of performance and how they are employed in the pre-acquisition phase					
	4.33	Participate in the development of a "Notional" Integrated Master Schedule for a concept program					
	4.34	Attend quarterly program status review meetings					
	4.35	Develop/design metrics to measure system concepts against projected system needs/performance gaps					
	4.36	Understand the role of Science and Technology in the pre-acquisition process at the AFNWC					
	4.37	Understand the purpose of the Concept Characterization and Technical Development (CCTD) process in providing a prospective material solution to gaps or shortfalls associated with realizing a viable operational concept					
	4.38	Understand system life cycle concepts and design as it applies to system research, development, and acquisition					
	4.39	Understand Operation and Support cost estimating tools methodologies and techniques used in the pre acquisition phase					
	4.40	Understand how Science and technology is used to develop requirements for funding					
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<b>JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS</b>							
<b>CRITICAL TASK</b>	<b>TASK NUMBER</b>	<b>TASKS, KNOWLEDGE AND TECHNICAL REFERENCES</b>	<b>START DATE</b>	<b>COMPLETION DATE</b>	<b>TRANIEE'S INITIALS</b>	<b>TRAINER'S INITIALS</b>	<b>CERTIFIER'S INITIALS (IF REQUIRED)</b>
	4.41	Understand the relationship between the S&T function and AFRL					
	4.42	Understand how the S&T function leverages funding from other sources					
	5.	<b>Weapon/Bomb Tasks</b>					
	5.1.	<b>Nuclear Certification Tasks</b>					
	5.1.1	Understand the nuclear certification process as established by AFI 63-125					
	5.1.2	Attend the Nuclear Certification Process training course					
	5.1.3	Track a Nuclear Certification Impact Statement (NCIS) from AFNWC receipt through issuance of Nuclear Certification Statement					
	5.1.4	Understand the Certification Requirements Plan and its development					
	5.1.5	Be familiar with the Master Nuclear Certification List (MNCL) and understand how assets are added to list					
	5.1.6	Understand why and how an asset is restricted on the MNCL					
	5.2.	<b>Surety Engineering Tasks</b>					
	5.2.1	Be familiar with Independent Nuclear Surety Evaluations as outlined in AFI 91-103, in support of the Nuclear Certification Process					
	5.2.2	Be familiar with the Aircraft Monitor and Control (AMAC) Testing purpose and process, to include both Certification and Surveillance tests					
	5.2.3	Participate in the AMAC testing planning process to include the preparation of the test plan and various Test Readiness Reviews (TRRs)					
	5.2.4	Understand the duties and responsibilities of the AMAC Program Manager and the Weapons System Lead Project Officer (WS LPO)					
	5.2.5	Attend an AMAC testing event					
	5.2.6	Attend an AMAC Project Officers Group (POG) meeting					
	5.3.	<b>Joint Air Force-National Nuclear Security Administration (AF-NNSA) Nuclear Weapons Life Cycle Management</b>					
	5.3.1	Understand the AF-NNSA Nuclear Weapons Life					

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## Attachment 5 (Added-AFNWC)

## AIR FORCE NUCLEAR WEAPONS CENTER – LCBP ROTATION MATRIX

Figure A5.1. Air Force Nuclear Weapons Center – LCBP Rotation Matrix

	<b>Rotation Plan</b>
	<b>Orientation Period Phase I (AFNWC/CV &amp; AFNWC/LG) 3 months</b>
<b>LOG</b>	<b>Nuclear Logistics Rotation Phase II Rotation 1 (LCL I) 7 months</b>
	AFNWC/LG
	Nuclear Weapons Logistics Division (Field Support Br, Logistics Operations Br, Technical Support Br)
<b>WSM</b>	<b>Weapon System Management Rotation Phase II Rotation 2 (PM I) 7 months</b>
	Nuclear Systems Division (Modernization Branch, WS3 Branch, Surety Branch)
	AFNWC XR
<b>WPN</b>	<b>Weapon/Bomb Rotation Phase II Rotation 3 (LCL I) 7 months</b>
	Nuclear Weapons Division (Re-Entry W/78/87 LPO Br, Cruise Missile LPO Br, Gravity LPO Br)
<b>FM</b>	<b>Financial Management Rotation (Optional can replace any of the previous rotations w/ AFNWC/CV approval)</b>
	AFNWC FM/PK/PEO
<b>PCS</b>	<b>AFNWC Payback assignment</b>
	898 MUNS (Operations Officer)
	PCS to ICBM unit or Nuclear MUNS unit
	Short tour deployment
	Nuclear Weapons Logistics Division (Field Support Branch Chief/Field Support OIC/OL-RAM)